

April 14, 2003

TOOLKIT

Toolkit 3.0 has been installed statewide, and is being used in all three administrative areas. Basic toolkit training has been given to mentors in Areas 2 and 3. Those mentors are currently providing the same basic training to all field office staffs. By May 30, 2003, all planners in Areas 2 and 3 will have received basic Toolkit training and will be able to develop and produce conservation plans and contracts using Toolkit. Area 1 personnel are conducting their own training. Technical support is available statewide through the Tennessee Toolkit hotline.

Toolkit 4.0 using the Windows XP operating system is being rolled out this summer. Installation will be complete by the end of this fiscal year. The Toolkit user will see little difference between versions 4.0 and 3.0, hence a formal training effort will not be required. The version 4.0 changes will be communicated through amendments to the training guides, notices, and bulletins.